



Special Event
Street/Sidewalk Use Permit

Issued by the City of Springfield, MO

Girls on the Run 5k

Approved event scheduled for:

Date: May 7, 2022
Time: 10:00 – 11:15 a.m.
Location: MSU Campus
901 S National

Est. Attendance: 400

Approved by

Sharon Spain

Special Event Permit Coordinator

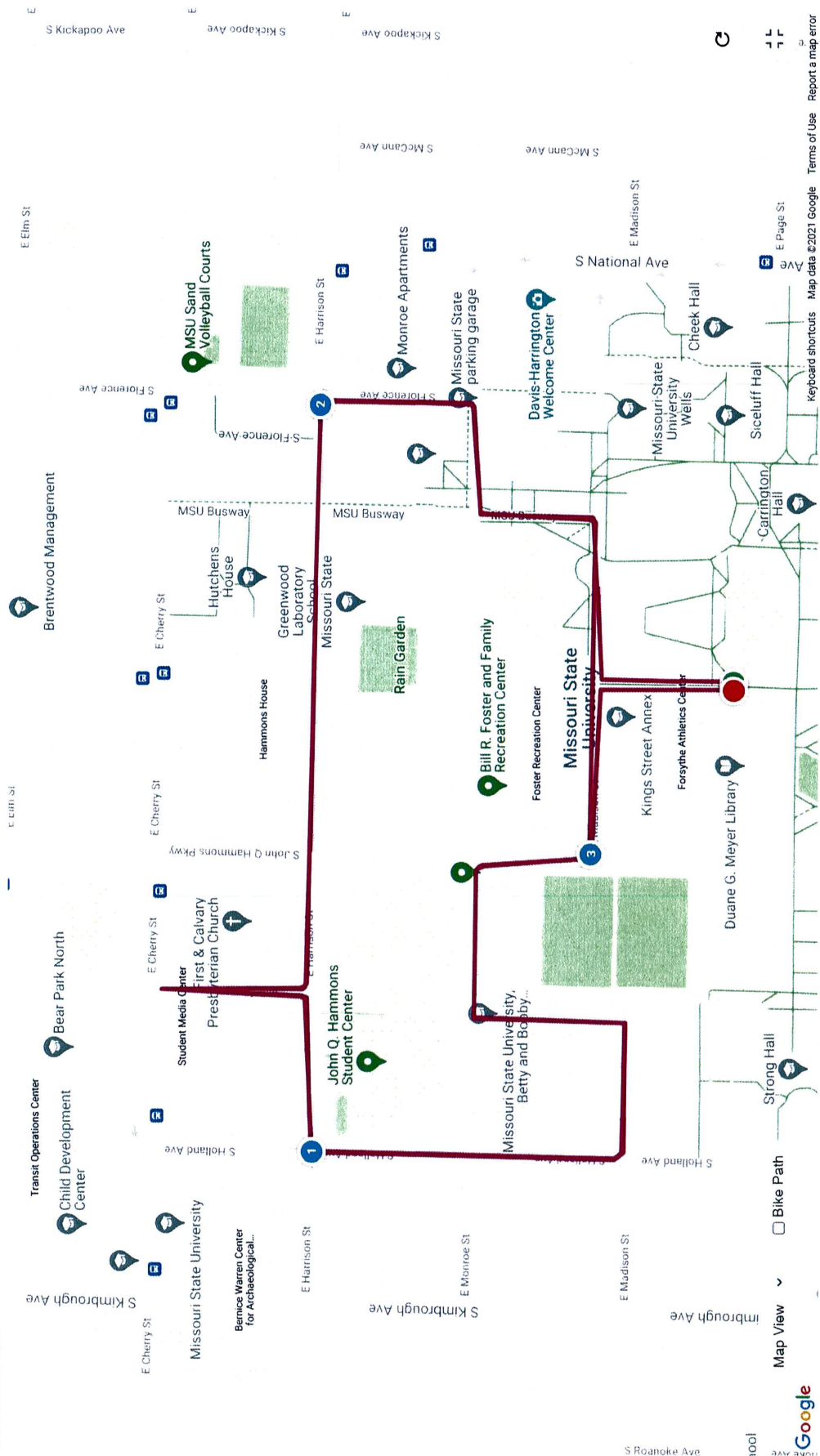
Date Approved:

2/28/2022

CONDITIONS:

- Participants must obey all traffic/pedestrian safety laws.
- A non-profit solicitation license must be obtained prior to the event date.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at jprior@springfieldmo.gov)

GOTR 5K MAP



Spain, Sharon

From: noreply@civicplus.com
Sent: Monday, March 7, 2022 3:39 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart. N/A

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces. N/A

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion? Yes

Organization Name Girls on the Run of Southwest Missouri

Street Address PO Box 14216

City	Springfield
State	MO
Zip	65814
Contact Name	Trish McAdams
E-mail Address	trish@gotrswmo.org
Home or Desk Phone	417-763-3646
Cell Phone	417-860-2727
Fax	<i>Field not completed.</i>
Additional Contact Person?	No
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Event Information	
Event Name	Girls on the Run 5k
Event Description	Charity (501(c)3 documentation required)
Please upload 501(c)(3) documentation if required.	<u>501c3 approval letter.pdf</u>
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	May 7, 2022
Alternate Event Date(s)	<i>Field not completed.</i>
Event Location	Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Missouri State University campus

Event Address & Zip 901 S National Ave, Springfield, MO 65897

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting Girls on the Run of Southwest Missouri
 from proceeds Trish McAdams
 PO Box 14216, Spfd, MO 65814
 417-860-2727

% of proceeds being 100
 donated

Is this a first-time event? No

If no, what was the last year 2021
 the event was held?

Please list any variations We are going back to having our pre-race celebration from 8:30
 from the last year the event - 9:30 with the race starting at 10:00 am, like we did in 2019
 was held. and years prior. Last year we only had the 5k; no celebration.

Event Operations

Event Set Up Starts: 5/7/2022 6:30 AM

Event Set Up Complete By: 5/7/2022 8:00 AM

Event Start: 5/7/2022 10:00 AM

Event Close: 5/7/2022 11:15 AM

Event Teardown Starts: 5/7/2022 11:15 AM

Event Teardown Complete 5/7/2022 12:00 PM
 By:

Estimated Attendance Per Day	400
Will this event be open to the public?	Yes
Will you be charging admission?	Yes
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<i>Field not completed.</i>
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	None - food will be donated or purchased by GOTR.
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>

Please provide the address at which alcohol will be sold, given away and/or consumed. *Field not completed.*

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri. *Field not completed.*

Alcohol Will Be Served From: *Field not completed.*

To: *Field not completed.*

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? No

If so, will stages be built? *Field not completed.*

How many? *Field not completed.*

Performances will start *Field not completed.*

and conclude *Field not completed.*

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Utility power

Will access to water be required for the event? No

Will restroom facilities be required for the event? Yes

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. *Field not completed.*

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. Mercy will be providing an Athletic Trainer for the event. We will have several RN's from Cox South volunteering at our First Aid station and approximately 10 CPR/First Aid certified volunteers on the course.

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. GOTR staff and volunteers will remove any trash from the event area that does not fit into campus trash containers.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. N/A - no food vendors will be used.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general [Read more about TULIP and how to get a policy.](#)

liability insurance to “third party” users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

UPLOAD Certificate of Insurance	Cert of Insurance - City of Springfield.pdf
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INDEMNITY	I agree
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CITY CODES/PERMITS	I agree
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CONDUCT/NUISANCES	I agree
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UPLOAD Event Site Map or Sketch here.	2022 GOTR 5K map.pdf
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Signature	By checking this box and typing my name below, I am electronically submitting my signature.
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First Name	Trish
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Middle Initial	<i>Field not completed.</i>
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Last Name	McAdams
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If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)